



2012 Pension Secretaries Conference

What is Pension Relief?

- IC 5-10.3-11
- Reimbursement for benefits paid to members by unit
 - Members and survivors of 1925 Police Pension Fund, 1937 Firefighters' Fund, and 1953 Police Pension Fund
- Does not include members paid by INPRS

Timeline

- 12/17/2012- Pension Relief Link Activated for Data Entry
- 1/2/2013 – Pension Relief Open for Submission
- 2/1/2013 – Pension Relief Data Due
- June 2013 – Employers Notified of Payment Amounts
- 7/1/13 and 10/2/13– Pension Relief Distribution Deadline
- Additional Information on Pension Secretaries Resource Page:

<http://www.in.gov/inprs/pensionsecretariesresourcepage.htm>

New Look

■ Link on Left Side Navigation Menu in ERM

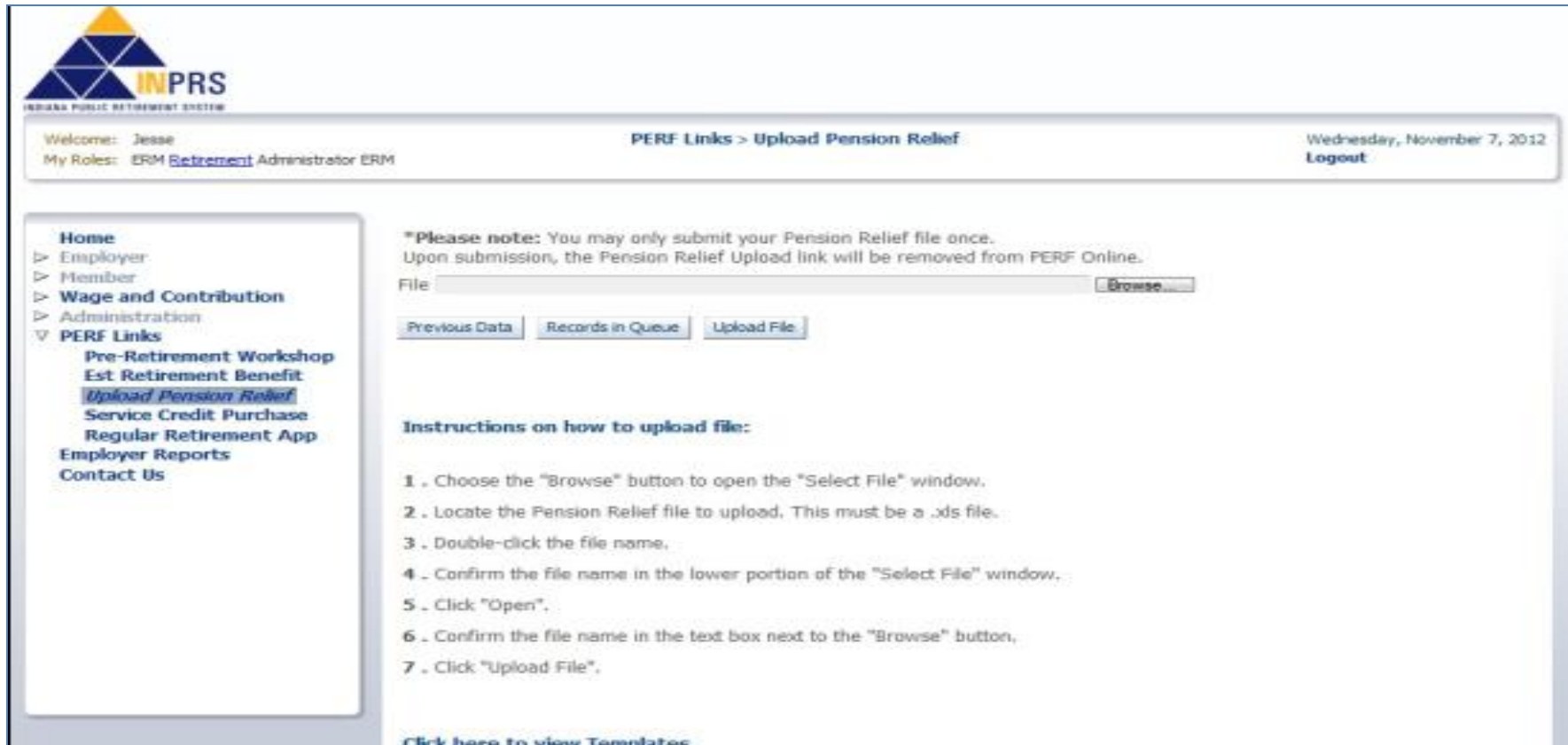
The screenshot displays the ERM interface. On the left is a navigation menu with the following items: Home, Employer, Member, Wage and Contribution, Administration, PERF Links, Pre-Retirement Workshop, **Upload Pension Relief** (circled in red), Service Credit Purchase, Regular Retirement App, Employer Reports, and Contact Us. The main content area is divided into two sections. The top section, 'Search Submission Unit', contains input fields for 'Submission Unit ID' (with the value 7701200) and 'Submission Unit Name', along with a 'Search' button. The bottom section, 'Submission Units', features a table with the following data:

Unit ID	Unit Name	Fund Name	Unit Type	Employer Name	Status	Effective Date
7701200	ANDERSON-FIRE DEPARTMENT	77	City	CITY OF ANDERSON	Participating	5/1/1977

Below the table is a 'Display Link' button.

New Look

➤ Pension Relief Homepage:



The screenshot shows the INPRS (Indiana Public Retirement System) website interface for uploading pension relief files. The header includes the INPRS logo and the text "INDIANA PUBLIC RETIREMENT SYSTEM". Below the header, a navigation bar displays the user's name "Jesse", their role "ERM Retirement Administrator ERM", the current date "Wednesday, November 7, 2012", and a "Logout" link. The main content area is titled "PERF Links > Upload Pension Relief". On the left, a sidebar menu lists various options: Home, Employer, Member, Wage and Contribution, Administration, and PERF Links. Under PERF Links, the "Upload Pension Relief" option is highlighted. The main content area contains a "Please note" section stating that users can only submit their Pension Relief file once and that the upload link will be removed after submission. Below this, there is a "File" input field with a "Browse..." button. Further down, there are three buttons: "Previous Data", "Records in Queue", and "Upload File". A section titled "Instructions on how to upload file:" provides a seven-step guide for uploading the file. At the bottom, there is a link to "Click here to view Templates".

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

Welcome: Jesse
My Roles: ERM [Retirement](#) Administrator ERM

PERF Links > Upload Pension Relief

Wednesday, November 7, 2012
[Logout](#)

Home
▶ Employer
▶ Member
▶ Wage and Contribution
▶ Administration
▶ PERF Links
 Pre-Retirement Workshop
 Est Retirement Benefit
 [Upload Pension Relief](#)
 Service Credit Purchase
 Regular Retirement App
 Employer Reports
 Contact Us

***Please note:** You may only submit your Pension Relief file once.
Upon submission, the Pension Relief Upload link will be removed from PERF Online.

File [Browse...](#)

[Previous Data](#) [Records in Queue](#) [Upload File](#)

Instructions on how to upload file:

- 1 . Choose the "Browse" button to open the "Select File" window.
- 2 . Locate the Pension Relief file to upload. This must be a .xls file.
- 3 . Double-click the file name.
- 4 . Confirm the file name in the lower portion of the "Select File" window.
- 5 . Click "Open".
- 6 . Confirm the file name in the text box next to the "Browse" button.
- 7 . Click "Upload File".

[Click here to view Templates](#)

New Look

- Log in Through ERM
- User Must Be Set Up With Security Role in ERM to Access Link

The screenshot displays a web-based user configuration interface. At the top, there are fields for 'User Name:' and 'Name:'. Below these are two dropdown menus: '* Enabled:' set to 'Enable' and '* Locked:' set to 'No'. The main section is titled '* Role: Available Security Roles' and features a large empty box on the left for available roles. To the right of this box are four navigation buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. Further right is a list box titled 'Selected Security Roles' containing the following roles: Enrollment Administrator, Member Administrator, Wage and Contribution Administrator, Wage and Contribution Operator, Payment Administrator, Wage and Contribution Viewer, Member Viewer, PERF Interactive Retirement Administrator, and PERF Pension Relief Administrator. The last role, 'PERF Pension Relief Administrator', is circled in red. At the bottom right of the interface are 'Save' and 'Cancel' buttons.

Reporting Updates

- SSN validations: Validating each number against rules created by the Social Security Administration and published here:
http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/425/~/determining-social-security-numbers
- Date of Death: Member vs. Payee
- Monthly Benefit Amount

Disbursements

➤ Reconciliation Example for 2012

➤ I.C. 5-10.3-11-4

Actual 2012 reported by Employer Jan 2013	\$547,000
Estimated 2012 by Actuary	\$500,000
2012 shortage	\$47,000
Estimated 2013 by Actuary	\$553,000
Total 2013 distribution	\$600,000
2 Equal Installments	
Before 7/1/13	\$300,000
Before 10/2/13	\$300,000

Baseline Application

- Updated Version, Revised 1/12
- Submit Baseline Application to INPRS
- Enroll Member in ERM
- INPRS Approves Application – Contacts Employer
- Employer Enters Hire Date in ERM
- Walk ins no longer available – Schedule Appointment by Contacting EPPA at 888.876.2707

ERM

➤ Certified Salary

- Base salary of 1st-class patrolman or firefighter +
- Maximum longevity pay for 20 years

➤ Reported for all officers

➤ Reported equally over calendar year

➤ Member contributions 6% of salary

➤ Employer contributions 19.7% of salary

Questions?